



Steven A. Braatz, Jr.
City Clerk
City Clerk's Office
sbraatz@westalliswi.gov
414.302.8220

March 12, 2020

Mr. Douglas Kaho
816 S. 112th St.
West Allis, WI 53214

Dear Mr. Kaho:

Your appointment as a Member of the West Allis Board of Appeals has received approval by the West Allis Common Council and Notice of Appointment is enclosed.

You are required by State Law to file an oath of office with the City Clerk within ten days of receipt of the notice.

Enclosed is the City's Code of Ethics and the Ordinance Relating to Requiring Attendance of the Board, Commission and Committee Members. Please read the booklet, and return the completed Acknowledgement form to the City Clerk's Office.

You may take your oath from 8:00 a.m. to 5:00 p.m. on Monday through Friday. If you cannot come to the office during the week, please call the Clerk's Office at 302-8220 and a convenient time will be arranged for you.

Yours very truly,

City Clerk

Enclosure

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